

APPENDIX
KERALA STATE ROAD TRANSPORT CORPORATION
**Voucher form for payment of cash on surrender of additional attendance
earned on(Date)**

Name of unit :
Name and Designation :
Normal Scheduled duty No, :
Weekly off/Holiday :
Special Holiday :
Way Bill No. :
Sign on :
Sign off :
Whether normal Schedule duty is fully
operated or not? If not, say the reason :
Additional scheduled duty No. :
Way Bill No. :
Sign on :
Sign off :
No. of additional attendance earned :
Amount of surrender value eligible :
Signature :

OFFICE USE
CERTIFICATE

I certify that the details furnished above are true to facts and the same have been fully entered in the Register.

Date:

Full signature with name
C.I / A.T.O.

RECEIPT OF EMPLOYEE

I have received an amount of Rupees
being the surrender value of (No.) additional attendance.

Name & Full Signature

VERIFIED

Cash Duty Clerk. Supdt, Cash Attendance Clerk Supdt..Audit. .